

**NAVY EXCHANGE (NEX), SINGAPORE
JOB VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: NEX-006

OPENING DATE: 15 Oct 04

CLOSING DATE: 22 Oct 04 by 4 pm

RETAIL OPERATIONS CLERK

NF-0303-02

CATEGORY: REGULAR FULL TIME

SALARY: US\$8.41 - US\$12.41 per hour based on experience

I. AREA OF CONSIDERATION AND WHO MAY APPLY:

Command Sponsored Dependent with valid ID.

All qualified applicants will receive employment consideration without regard to race, sex, color, religion, national origin, martial status, or any non-merit factors.

II. BRIEF DUTIES: Coordinates and researches issues to ensure proper accountability of retail merchandize. Works with the Richter system. Administers the PCMS system and resolves frustrated freight problems. NEX POC for Richter policies and procedures.

Duties and Responsibilities:

1. Collects and issues money bags, cash funds, and sub-custody receipts from Sales Clerks; maintains log record of movement of money bags and cash funds issued.
2. Prepares bank deposits of cash receipts and makes change funds for cash registers.
3. Receives, counts and verifies monies received with daily cash reports for accuracy. Is responsible for cash receipts turned into incumbent daily, and obtains signatures upon receipt. Prepares cover sheet by register, amount and register number with Daily Cash Report, as required.
4. Administers and Exchange Price change Management System. Generates and distributes daily price changes worksheets for assigned locations. Enters price changes into PCMS system. Tracks store action items and ensures stores complete required action to adjust prices. Prepares regular reports indicating detailed impact of price changes by location.
5. Creates Merchandise Transfers documenting movement of merchandise into NEX and between NEX locations. Ensures merchandise is "booked" to proper location. Researches and accounts for all outstanding transfers.
6. Coordinates merchandize payment issues with local vendors and NEXCOM Corporate Accounting Center (CAC). Forwards receiving memos and invoices for locally delivered merchandise to CAC for payment. Researches overdue invoices; ensuring delivery, receiving, and invoice documents are in order.
7. Researches and resolves frustrated freight issues. Identifies and receives frustrated freight (merchandise received, but not ordered or authorized for sale). Coordinates disposition with NEXCOM Code M. Obtains return authorization from vendors for chargeback, moves to store inventory for sale, etc. Coordinates with vendors to ensure receipt/delivery of authorized merchandise to reduce frustrated freight problems.
8. Creates and receives Richter RGRS (services, uniforms). Creates, distributes, and tracks Richter Retail Price Changes.
9. As required, prints and distributes a variety of daily ISP reports.
10. Maintains currency with latest Richter procedures and requirements. Act as store resource for richter questions, procedures, etc. May administer Richter access codes.
11. Maintains a variety of records, files and logs related to retail inventory. Coordinates work with sales floor associates and NEXCOM accounting, procurement, and distribution personnel.

12. Prepares and distributes a variety of records and correspondence.
13. Performs other related duties as assigned.

III. **QUALIFICATIONS REQUIREMENTS:**

A minimum of one-year experience in a retail business that demonstrates knowledge of retail operations and procedures, or equivalent leadership experience is required. Must have knowledge of business mathematics; cash handling procedures, and merchandising methods. Ability to lead the work of others. Ability to communicate both orally and in writing.

IV. **HOW TO APPLY:** Submit OF612, Optional Application for Federal Employment, resume, Application for Federal Employment (SF-171) or other written format. Those using a resume or other written format should refer to the flyer OF510, Applying for a Federal Job for required information. Questionnaire to Application for Federal Employment must also be submitted along with application form. Forms are available at <https://www.nrcsg.navy.mil> (click on Quick Access for Job Seeker). Please mail or hand carry application to U.S. Naval Regional Contracting Center, Attn: Personnel Liaison Officer, Building 7-4, PSA Sembawang Terminal, Deptford Road, Singapore 759868.

Note: EMAIL APPLICATION will not be accepted.

AN EQUAL OPPORTUNITY EMPLOYER

Clearance: NEX – Ms. A. Hale
TD Acting – Mr. M. Maceyko

Approved: XO, NRCC – CDR D. C. Warunek